ETP Program Requirements

In an effort to provide those seeking training with accurate and detailed information, all training providers are required to follow the below format when completing the ETP Application. Include ALL FIELDS as outlined below.

1. **Program Name:** spelled correctly and reflects an accurate title.

2. **Program Synopsis:** All of the following items (A-I) must be listed with the program information included for each one. It is recommended that this be written in a Word document and copy & pasted into the Program Synopsis box.
   A. **Course Objective**: provide a detailed explanation of the program to include intent, requirements, prerequisites, timeline, and any other assistance that you plan to provide students
   B. **Total Cost of Program**: the sum of all cost items.
   C. **Book List**: provide a list of all books required for the program.
   D. **Supply List**: provide a list of all supplies required for the program.
   E. **WIA Contact for Enrollment Status /Credential Verification:** phone number and contact person for WIA staff to verify participant enrollment and credentials upon completion
   F. **Website link to the program:** direct link to detailed program description on providers' website
   G. **Additional information:**
      ▪ *Exclusions: ex: Exclusions to candidates enrolling in program with background requirements*
      ▪ *Location of Testing Center: Identify if school is or is not a testing center along with testing location*
      ▪ *Prerequisites:*
      ▪ *Other requirements needed:*
   H. **Refund Policy**: provide a refund policy for the program being described, and/or a link where this policy can also be referenced on the provider's website
   I. **Credentials**: (The following questions must be answered along with a supporting explanation for each)
      ▪ *Industry Recognized*: Yes or No (Name Nationally Recognized Industry Association or Organization)
      ▪ *Stackable:* Yes or No (Identify Career Pathway)
      ▪ *Portable:* Yes or No (Explain)
      ▪ *Accredited Curriculum* (NOT TEST or SCHOOL)*:* Yes or No (Accrediting Agency and link to website)

3. **Curriculum Competency Based:** yes or no question. Must be yes to be considered for approval.

4. **Prerequisites:** any requirements the customer will need to be admitted into training program. For example, many training programs require a High School Diploma or GED.

5. **Total Credit Hours:** the program should have a basis in which the total contact time is measured.

6. **Type of Attainment:** the type of credential that will be received at the conclusion of the training.

7. **Training Location:** physical address of the program.
   A. **County:** if zip code is 850XX select City of Phoenix. If zip code is 852XX or 853XX select Maricopa County.
8. **Type of Financial Aid Offered:** type of financial aid offered (such as Pell Grant or Safford Loans). WIA is not considered financial aid.

9. **Refund Policy:** if the refund policy cannot be briefly stated this may say "Refer to Program Synopsis".

10. **Program Cost Items:** cost must be broken out across the program cost categories. The WIA program can only develop Individual Training Account (ITA) vouchers to the outlined fees on the ETPL system.

11. **Curriculum:** if an authorizing entity is providing accreditation or a standardization program then indicate "yes" and identify the authorizing entity.

12. **Occupations:** provide a name for one or two (only one is required) occupations that the training program will prepare the individual to do.
    - **Median Hourly Wage** can be found at www.onetonline.org by entering the occupation name in the search box.
    - **Required Certification** is the certification that is required for the occupation listed.

   Helpful Tips!
- Refer to pages 103-105 of the *ETP User Training Guide* for line by line application instructions
- Incomplete/missing/inaccurate information on ETP applications could exclude programs from search results and delay acceptance. Complete ALL fields on the ETP application, leaving NOTHING blank.
- Do not cut and paste program descriptions directly from course catalogs to the ETP system, as formatting does not always transfer correctly. Please copy and paste only from Word documents.
- When ETP applications require correction, provider will have **30 days** to make corrections, otherwise the program could potentially be deleted from the ETP pending approval list.
- Update educational programs if changes occur after approval (contact information, number of hours, program costs, location of school, contact email address, etc.).